

Duties and Responsibilities of the Principal

1.0 Purpose:

The principal of each school has the responsibility for the supervision, management, Instructional Leadership, and control of their school within the guidelines established by the Wirt County Board of Education. The major areas of such responsibility shall be the general supervision of all the school activities involving pupils, teachers, and other school personnel.

Under the supervision of the Superintendent, the principal shall further assume administrative and instructional supervisory responsibility for the planning, management, operation, and evaluation of the total educational program of the school or schools to which he/she is assigned.

2.0 Definitions:

1. Clear and Focused Mission: The schools's purpose and approach to support learning for all
2. Instructional Leadership: Ensuring the effectiveness of instruction leads to student achievement
3. High Expectations for Success: Ensuring the effectiveness of instruction leads to student achievement
4. Positive and Safe Environment: Orderly, purposeful, and accommodating of all students' needs
5. Equitable Opportunities to Learn and Effective Instruction: Sufficient time for meaningful learning is provided to all students
6. Frequent Monitoring of Student Progress: A variety of data used as the basis for adjusting the instructional approach
7. Family and Community Partnerships: Purposeful relationships exist between families, community, and the school

3.0 Responsibility:

In addition to established laws, policies, rules and regulations, job descriptions for administrators shall include the following responsibilities:

Providing purpose and direction for schools/county

Demonstrating cognitive skills to gather, analyze, and synthesize information to reach goals

Managing consensus, collaboration, and group behaviors

Enhancing quality of total school/county organization

Organizing and delegating to accomplish goals are communicated effectively

Instructional Leadership using systems and processes - data driven decisions

4.0 Procedures:

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WVDE Accountability system defines the areas of school effectiveness in WVDE Policy 2322, Standards for Effective Schools and Wirt County Schools Seven Standards for Effective Schools. Principals meet the standards and key concepts of these seven standards for school effectiveness as established and reviewed by the West Virginia Department of Education.

5.0 Severability:

Any conflict between this policy and state statute shall be resolved by following the statute. If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy. Changes or updates to legislative items requiring compliance will be included as needed by decision of the Superintendent.

REVIEW SCHEDULE:

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

AUTHORIZATION: WVBOE Policy 2322, 1/2020; WV Code

REPLACES: CGBR-R November 9, 1998; January 23, 2020

REVIEWED: January 23, 2020